

# SETTING UP A PROGRESS REPORT TO RUN WEEKLY

1. Click on the **Reports Tab**
2. Under the **Odyssey Reports** on the left Click **Progress Reports**
3. Find **Default Student Progress Report**
4. Click **Settings**
5. Leave everything checked in the Details Screen
6. Click the **Curricula Tab** and leave everything alone here.
7. Click the **Assignments Tab** and leave everything alone here.
8. Click the **Students Tab**
9. Click **My Classes**
10. Put a **check beside your Class Name**
11. Click **+ Add Selected Items**
12. Click **Schedule & Run**
13. On this screen you will choose your settings:

Turn Status ON

Run Report: Select EVERY WEEK

Choose the Day of the week you would like to receive the report.

Student Progress Report 08-24-2011

Details Curricula Assignments Students Schedule & Run

**Schedule**

Status: ☒ On ☐ Off

Start: 08/24/2011

Stop: 08/25/2011

Run report: Every week on:

☒ Monday  
☐ Tuesday  
☐ Wednesday  
☐ Thursday  
☐ Friday  
☐ Saturday  
☐ Sunday

NOTE: If you schedule a report to run more than once, the report settings template will be saved in My Templates.

**Send**

Send notification to:  
☒ christina.barnett@cmcss.net

\* Use commas to separate email addresses.

Include files: ☒ PDF ☐ CSV

File size: Do not include if > 5 Mb

Message: 500 characters left

\* We will add your custom message to our default email. Only plain text is allowed.

Cancel Save Template Schedule Run

Add other recipients here.

If you would like to add a personal message you can here.

14. Click **SCHEDULE** to Name your Progress Report **SAVE**
15. Click **RUN** to see the report